

तार: 'फूडकोर्प'  
GRAM: 'FOODCORP'

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FOOD  
CORPORATION  
OF INDIA

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### **CIRCULAR**

Sub : Mobile App for Inspection

In order to have proper monitoring of inspections/surprise checks carried out by field officers and to ensure on-the-spot reporting of findings through an IT based system, a Geo-Tagged Inspection App has been designed and incorporated in the existing Mobile App of HRMS.

The step by step process for using App for inspection is as under :-

**STEP 1-** Login FCI HRMS app with valid login credentials.

**Step 2-** Click on Hamburger Icon  on the left.

**Step 3-** Click on Inspection Dashboard.

**Step 4-** Click on New Inspection to Create New Inspection.

**Step 5-** Fill the required details and upload documents (in case of quality analysis).

**Step 6-** Click on submit button.

Inspecting Officers shall ensure that their Mobile Location Service is on and She/he is within the premises of inspecting locations. Details of Geo-tagged location will appear in the location dropdown list. Detailed SOP for the above is available in HRMS application as "FLYER". The same may also be downloaded from SOP section available in HRMS. Navigation for the same is ESS >>SOP>>Core HR>>Inspection Application.

After submission, the inspection details will be forwarded to the concerned Reporting Manager. Detailed report in prescribed format, if any, may be submitted by Inspecting Officer offline. However, web page for submission of detailed report is being developed separately. Instructions for submission of digitized reports will be issued in due course.

All Officers are requested to ensure that for conducting any kind of inspections related to Depots, District Offices or Regional Offices, Inspection feature of HRMS App is used with immediate effect.

(Rajagopal A)

Chief General Manager (IT)

Distribution :

As per standard list.

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1. The General Manager (QC/Vig/Stocks/Security/A&R/PE/Movt/Proc), FCI Hqrs, New Delhi for further necessary action please.
2. The DGM (Proc/QC/Vig/Stocks/Sec/P&R), FCI, Hqrs, New Delhi for information and further necessary action please.
3. The DGM (A&R), FCI, Hqrs, New Delhi w.r.t. ION FCI HQ-ARP/2022-Appeal Review dated : 08/02/23.
4. The AGM (HRMS), FCI Hqrs, New Delhi for information and n/a.
5. The Webmaster, FCI Hqrs, New Delhi for information and w.r.t. to upload the circular along with SOP in FCI website.